

Protocol on relations with the Public Administration

1. OBJECTIVE

The purpose of this protocol is to describe the administrative and institutional relations with the Public Administration and its public entities and bodies linked to the FNMT-RCM due to its status as an instrument and technical service of the General State Administration, Autonomous Communities and Local Entities.

The FNMT-RCM will abide by the legal and regulatory provisions introduced by the public institutions with which it interacts, in strict compliance with business ethics and public integrity.

2. SCOPE OF APPLICATION

This protocol applies to all employees, commercial agents, managers and members of the Board of Directors of the FNMT-RCM who, in the performance of their duties, have administrative and institutional relations with the Public Administration and its public entities and bodies.

3. GENERAL PRINCIPLES GOVERNING RELATIONS WITH THE PUBLIC ADMINISTRATION

Relations with the Public Administration shall be based on the following ethical principles and guidelines:

- ◆ **Transparency:** communication with any Public Administration body shall be transparent and clear, and the interlocutors shall be persons designated by the FNMT – RCM.
- ◆ **Honesty:** the interlocutors shall behave honestly, ensuring compliance with the principles and values of the FNMT-RCM.
- ◆ **Integrity:** the interlocutors shall perform the duties entrusted to them by the FNMT-RCM with loyalty and dedication.

4. ACTIONS WITH THE PUBLIC ADMINISTRATION

The heads of the Commercial Directorate are responsible for commercial communications and actions with the General State Administration, the Autonomous Communities and local entities, and shall strictly comply with the ethical principles and values of the FNTM-RCM.

Depending on the products and services required by the Administration, contact

may be made with the heads of other FNMT-RCM directorates, whose aim is to provide specific information on the characteristics of the products and services offered. The heads of the participating directorates shall strictly comply with the ethical principles and values of the FNMT-RCM.

5. FOREIGN GOVERNMENT AGENCIES

The FNMT-RCM may participate in public tenders issued by foreign government bodies, within the limits laid down by the applicable regulations.

The Commercial Directorate, in coordination with the FNMT-RCM commercial agents, is responsible for communications and actions with foreign government bodies.

Communications and actions are based on strict compliance with the legislation applicable to the tendering process.

The FNMT-RCM makes available to commercial agents the Guide to Good Commercial Practices and the Anti-Corruption Policy, whose objective is to set out the ethical behaviour required by the FNMT-RCM in its commercial relations, and the identification of any risk of non-compliance that may arise in the bidding process with foreign public bodies.